

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DD5/OC-004	
1. TITLE OF REPORT (If a fill-in report include Form No.) Yearly Accomplishments					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	TRAINING	SECURITY	ADMIN. GENERAL OTHER (specify)	
	MEDICAL		FINANCE		1 COMMUNICATIONS	
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum	8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Per D/CO		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC/SCD/All Branches			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Feeder to OC-P			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT X TIMES PREPARED = COST PER YEAR	
GS-14	\$9.44		5	\$47.20	1 \$47.20	
GS-13(4)	8.86		3	26.58	1 26.58	
GS-06(8)	4.32		2	8.64	1 8.64	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$82.42	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE					STAT	
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY 2 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090021-5						
FORM 142						
Classification						